

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF MEMPHIS**  
**AND**  
**INTERNATIONAL UNION OF OPERATING ENGINEERS**  
**LOCAL 369D**



**ANIMAL SHELTER**

**EFFECTIVE**  
**JULY 1, 2011**  
**THROUGH**  
**JUNE 30, 2013**

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## **ARTICLE 1 PREAMBLE**

This Memorandum of Understanding is entered into by the City of Memphis, hereafter referred to as the City or Employer, and the International Union of Operating Engineers, Local 369D, hereafter referred to as the Union.

The City of Memphis is engaged in the operation of the Memphis Animal Shelter in Memphis, Tennessee, and the parties to this Memorandum are desirous of entering into this Agreement to formalize the relationship between the parties.

## **ARTICLE 2 RECOGNITION**

**Section 1.** The City recognizes I.U.O.E., 369D, to be the sole bargaining agent for all regular, full-time employees listed in Appendix A of this Agreement. Such bargaining shall be understood to be for wages, hours of work, and other conditions of employment to the fullest extent provided by the applicable laws of the City of Memphis and the State of Tennessee.

**Section 2.** The City grants exclusive recognition to the Union in accordance with the City Council labor policy, which provides that no other labor organization shall be recognized unless they be designated by a majority of the non-supervisory personnel of the appropriate classification.

### **ARTICLE 3 MANAGEMENT RIGHTS**

The City of Memphis has the exclusive right to determine the purpose of each of its agencies and to set the standards of service to be offered to its citizens. It is also the right of the City to direct its employees, to hire, promote, demote, transfer, assign or retain employees in positions within an agency or department, and to establish reasonable work rules which do not conflict with this Agreement; however, any work rule change that affects an established system shall be discussed with the Union in advance of change. The City also has the right to suspend, discharge or take other disciplinary action against its employees for just cause and in accordance with the provisions of the Memorandum of Understanding; and to relieve its employees from duty in the event of lack of work, funds, or for other legitimate reasons including contracting out or subcontracting of work provided, however, that nothing contained in this article shall be deemed to deny the rights of any employee to submit a grievance concerning the application or interpretation of terms of this Memorandum of Understanding or a claimed violation, misinterpretation, or misapplication of the rules or regulations of the City affecting the terms and conditions of employment. All rights and duties of both parties are specifically expressed in the Memorandum of Understanding and each of the parties reserves to itself the rights and privileges otherwise accorded it whether by Charter, statute, or common law with respect to any matter not expressly covered by this Memorandum of Understanding.

The Department's failure to exercise any function or right reserved to it, or its exercising any function or right in a particular way shall not be deemed a waiver of its rights to exercise such function or right in the future. The failure of management to use any rights identified in this article shall not remove such rights from management.

If it is determined by the Mayor or Director of Public Service that civil emergency conditions exist, such as disasters or other catastrophes, the non-economic provisions of this Agreement may be suspended by the Mayor or the Director, during the time of the declared emergency. The provisions of this Agreement will not be suspended unless the Business Agent or his office is first advised.

#### **ARTICLE 4 NON-DISCRIMINATION**

The Union and the City agree that no employee shall be illegally discriminated against because of union membership, or union activity, use of the grievance procedure, sex, marital status, race, religion, creed, national origin, or political affiliation. Claims of discrimination should be appealed as provided under Law or in accordance with the City's administrative Equal Employment Opportunity policy.

The term "employee" in this agreement, or use of the male gender, shall be construed as including the female.

The Union and management shall not coerce, intimidate, or in any other manner, discriminate against any employee who exercises his/her right to join or continue membership in the Union. No employee shall be denied promotion or any other benefit,

because of his/her membership or lack of membership in the Union.

## **ARTICLE 5**

### **UNION STEWARDS - UNION REPRESENTATION**

**Section 1.** The City recognizes and agrees to deal with all accredited Union Stewards, business agents, and assistant business agents of Local Union 369D, as well as the president and/or International Representative of the I.U.O.E., as set forth in the grievance procedure.

**Section 2.** The City agrees that non-employee officers and/or representatives of the Union shall have reasonable access to the premises of the City during work hours for the purpose of assisting in the adjustment of grievances and conducting other union business provided such visitations shall be for the reasons of administration of this Agreement. Only representatives of the Union previously furnished to the department in writing by the Union shall be permitted to come on the premises of the department for the purpose of investigating and discussing grievances provided prior notification has been given to the Director or his designee and, provided a Union representative does not interfere with the work of the employees. Any Union meeting with all assigned personnel to that area, which is called by the Union Representative or Business Manager, may be held on City property during working hours upon approval of the Division Director or his designee.

**Section 3.** A written list of Union officers and stewards shall be furnished to the

Manager of the Labor Relations Office in care of the City Human Resources Division within ten (10) days after their designation.

The list shall identify the employee, position held, and term of office. The Union shall notify the City Director of Human Resources, Division Director and Department Manager within five (5) days of any change in status of Union officers and/or Stewards.

**Section 4.** The appropriate Union Steward shall be granted reasonable time off during working hours to investigate potential grievances, or to settle complaints which have not become formal grievances, upon requesting and securing approval of the Department Manager or Supervisor. Such approval shall not be unreasonably withheld. The appropriate Union Steward may investigate grievances, or settle complaints at their assigned work location.

**Section 5.** Realizing that all matters of controversy between the City and the Union shall be resolved through the grievance procedure set forth herein, management, union representative, stewards, and officers pledge themselves to the highest standard of professional conduct and agree that abusive conduct (verbal or physical), intimidation, coercion or any other form of misconduct shall not be tolerated at any time.

## **ARTICLE 6 GRIEVANCE AND ARBITRATION PROCEDURE**

Any grievance, defined as an alleged violation of any express provision of the Memorandum of Understanding, shall be handled in a simple and direct manner as follows:

It is further agreed by the Union that employees covered by this Agreement shall make an exclusive election of remedy prior to filing a second step grievance or initiating action for redress in any other forum. Such choice remedy will be made in writing on the form to be supplied by the City.

**Step 1.** The aggrieved employee and the Union Steward shall discuss the grievance with the immediate supervisor within ten (10) working days of the date of the alleged grievance or the employee's knowledge of its occurrence. The immediate supervisor shall attempt to adjust the dispute and shall respond to the aggrieved employee within ten (10) working days.

**Step 2.** If not resolved in Step 1, the grievance shall be reduced to writing, indicating the specific article allegedly violated and a brief description of the grievance, within ten (10) days of the grievance or the employee's knowledge of its occurrence or within ten (10) working days of the immediate supervisor's response, whichever is longer. The unit manager shall, upon receipt of the written grievance from the Union, discuss the matter with the aggrieved employee and the Union Steward. The unit manager will respond within ten (10) working days.

**Step 3.** The Union shall notify, in writing, the Division Director within ten (10) working days, its acceptance or rejection of the answer at Step 2. If appealed, the Division Director, or his designee, will conduct a thorough discussion with the appropriate management personnel, the aggrieved employee, the Steward, and the business agent or designee within ten (10) working days. This time may be extended

by mutual agreement. The Division Director or his designee shall then give his answer within ten (10) working days following the date of the hearing.

The failure of the appropriate Union Representative to respond as required in any of the steps within the time provided shall be considered an acceptance of the answer. If the City does not answer the grievance within the time specified, the grievance shall be automatically processed to the next step.

**Step 4.** The Union shall review the answer of the Division Director and indicate in writing, its acceptance or rejection or request for arbitration if desired, within fifteen (15) working days after the rendering of the Division Director's written decision unless, extended by mutual agreement. The decision of the Division Director shall be mailed by certified mail to the Union office, return receipt requested. The Union, in submitting its request for arbitration, shall send said request by certified mail to the Mayor, with a copy to the Labor Relations Manager by regular mail. Failure by the Union to request further action within the time allotted, or extended shall be considered acceptance of the decision, and the answer of the Division Director shall be considered satisfactory. It is understood that the proper Union Representative may be involved at both Steps three and four. The Union shall have the right to take up suspensions and/or discharge within ten (10) working days at Step 3 of the grievance procedure and the matter will be handled in accordance with the procedure through the Arbitration step if deemed necessary.

## **ARBITRATION PROCEDURE**

The arbitrator shall have access to all written statements and documents pertaining to the appeals in the grievance, but the arbitrator shall have no power to amend, revise, add to, nor subtract from, nor modify any terms of this Memorandum of Understanding, and any other Memorandum made supplementary thereto.

The arbitrator shall be jointly selected by the Union and the City.

If, within five (5) days after the request for arbitration is made, the Union and City fail to agree upon the appointment of an arbitrator, a request will be made to the American Arbitration Association for a list of five arbitrators or if they still cannot agree, the following procedures shall be followed as stated below:

The party presenting the grievance shall be given the first opportunity to strike the name of one of the arbitrators contained on said list. The other party may then proceed to strike a name and this procedure shall continue until one arbitrator's name remains. The arbitrator whose name remains shall be designated as the arbitrator. In the event the arbitrator designated declines to act, the procedure of striking names will be reinstated until an arbitrator willing to act has been selected.

The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the applicable laws or rules and regulations having the force and effect of law. The fee and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Division and the Union, provided, however, that each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written

transcript. There shall be final and binding arbitration on suspension and discharge of any employee with the arbitrator chosen as above. The arbitrator shall have the power to rule on such disputes involving suspension or discharge under this Agreement provided that he shall have no power to add to, subtract from, nor modify any terms of this Agreement, or any other agreements made supplementary hereto. All other decisions shall be reported to the Mayor or his designated appointee of the City of Memphis and to the Union and shall be a matter of public record, and shall be advisory to the Mayor or his designated appointee who is hereby designated by the Mayor to render a final binding decision.

It is agreed that the City shall make available any employee to testify at the request of the Union when such persons have information involving the action being arbitrated. This request shall be made in writing to the Mayor or his designated appointee at least seventy-two (72) hours prior to the hearing.

## **ARTICLE 7 DEPARTMENTAL DISCIPLINARY PROCEDURES**

**Section 1.** The City and the Union agree that the intent of this Article is to provide for correcting deficient work behavior in a manner that is fair and equitable to both parties. This Article recognizes the fundamental rights of management to instruct, correct, counsel, admonish, and if necessary, officially discipline an employee. The City will not discipline or discharge any full time regular employee without just cause.

The City and the Union agree with the principles of progressive and corrective

discipline where appropriate.

**Section 2.** Disciplinary action shall include only the following\* and shall begin at Step A, except for major infractions in which case progressive steps may or may not be followed. Tardiness, absenteeism, and sick leave abuse shall be considered a similar offense, for the purpose of progressive discipline.

- \*A. Oral Reprimand
- \*B. Written Reprimand
- \*C. Suspension
- \*D. Discharge

If the conduct or job performance of an employee is questioned to a degree that it will become a disciplinary matter of permanent record in the employee's personnel file, a Union Steward must be present if requested by the employee or the City. Notice to the employee will be in writing and shall set forth the reason for the disciplinary action. The City agrees that disciplinary action shall in all instances be given within ten (10) working days of employer's knowledge of infraction.

Notice to the employee and the Union will satisfy technical complaints. No material placed in the employee's personnel folder including any evaluation of the employee, shall be used to discipline the employee unless a true copy is first given to the employee.

**Section 3.** Oral and written reprimands may be processed through the regular grievance and arbitration procedure as set forth in Article 6 of this Memorandum.

Matters of suspension and discharge may be reviewed by the appropriate Director or his designee to insure that the action taken is appropriate. Once the measure of discipline is determined and imposed the City will not increase it for the particular action of misconduct unless new facts or circumstances become known. Matters of suspension and discharge may be initiated in Step 3 of the grievance procedure. Any grievance decision which directs compensation for time off shall be made less temporary earnings during said period. In any case involving discharge the employee may contest the discharge and may elect to use the grievance procedure.

It is understood that any employee who does not receive any disciplinary action for a period of six (6) months, shall have his or her record cleared for the purpose of progressive discipline and will be removed from the employee's file.

## **ARTICLE 8 UNIFORMS**

The City agrees to provide an allowance for the purchase of uniforms to employees covered by this Agreement. The uniform allowance will be \$400.00 during each year of this Agreement. The uniform voucher, until exhausted, will be available throughout the fiscal year.

Employees receiving said uniform allowance will be in the required uniform at all times during working hours. Employees who report for duty without proper uniform shall not be considered as reporting ready for work. The city agrees to replace any uniforms, which are torn or destroyed while on the job. Damages to uniform must be reported to

the Shift Supervisor, within the same shift the incident occurred.

## **ARTICLE 9 HOLIDAYS**

Holidays, as governed by Article 1, Section 2-2, of the Memphis City Code, shall apply to members of this bargaining unit.

The following days shall be recognized and observed as paid holidays during the term of this Memorandum of Understanding.

New Year's Day	January 1
Martin King Memorial	3rd Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Martin King Memorial	April 4
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran Day	November 11
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	
Christmas Eve	December 24
Christmas Day	December 25

Whenever one of the above holidays fall on either Saturday or Sunday either the

preceding Friday or the following Monday shall be observed as the holiday. Employees will be notified as far in advance as possible concerning the day to be observed as the holiday.

If the holiday falls on the employee's regular day off, the employee will receive an additional eight (8) hours pay for that holiday. If the holiday falls on the employee's scheduled vacation, additional time (or an additional day's pay) will be granted.

## **ARTICLE 10 VACATIONS**

Employees shall be granted an annual paid vacation in accordance with the following schedule on length or continuous service:

<b>SERVICE CREDIT</b>	<b>ACCRUAL</b>	<b>EXPLANATION</b>
Up to 6 months	None	N/A
6-month anniversary	5 days (40 hours)	N/A
1-year anniversary	5 days (40 hours)	<b>if hired on/after July 1</b>
	10 days (80 hours)	<b>if hired before July 1</b>
2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> calendar year	10 days (80 hours)	10 days accrue at beginning of year
6 <sup>th</sup> calendar year	11 days (88 hours)	10 days accrue at beginning of year; 11 <sup>th</sup> day accrues on 6-year anniversary
7 <sup>th</sup> calendar year	12 days (96 hours)	11 days accrue at beginning of year; 12 <sup>th</sup> day accrues on 7-year anniversary
8 <sup>th</sup> calendar year	13 days (104 hours)	12 days accrue at beginning of year; 13 <sup>th</sup> day accrues on 8-year anniversary
9 <sup>th</sup> calendar year	14 days (112 hours)	13 days accrue at beginning of year; 14 <sup>th</sup> day accrues on 9-year anniversary
10 <sup>th</sup> calendar year	15 days (120 hours)	14 days accrue at beginning of year; 15 <sup>th</sup> day accrues on 10-year anniversary
11 <sup>th</sup> calendar year	16 days (128 hours)	15 days accrue at beginning of year; 16 <sup>th</sup> day accrues on 11-year anniversary
12 <sup>th</sup> calendar year	17 days (136 hours)	16 days accrue at beginning of year; 17 <sup>th</sup> day accrues on 12-year anniversary

13 <sup>th</sup> calendar year	18 days (144 hours)	17 days accrue at beginning of year; 18 <sup>th</sup> day accrues on 13-year anniversary
14 <sup>th</sup> calendar year	19 days (152 hours)	18 days accrue at beginning of year; 19 <sup>th</sup> day accrues on 14-year anniversary
15 <sup>th</sup> calendar year	20 days (160 hours)	19 days accrue at beginning of year; 20 <sup>th</sup> day accrues on 15-year anniversary
16 <sup>th</sup> calendar year	20 days (160 hours)	20 days accrue at beginning of year
17 <sup>th</sup> calendar year	21 days (168 hours)	20 days accrue at beginning of year; 21 <sup>st</sup> day accrues on 17-year anniversary
18 <sup>th</sup> calendar year	21 days (168 hours)	21 days accrue at beginning of year
19 <sup>th</sup> calendar year	22 days (176 hours)	21 days accrue at beginning of year; 22 <sup>nd</sup> day accrues on 19-year anniversary
20 <sup>th</sup> calendar year	22 days (176 hours)	22 days accrue at beginning of year
21 <sup>st</sup> calendar year	23 days (184 hours)	22 days accrue at beginning of year; 23 <sup>rd</sup> day accrues on 21-year anniversary
22 <sup>nd</sup> calendar year	23 days (184 hours)	23 days accrue at beginning of year
23 <sup>rd</sup> calendar year	24 days (192 hours)	23 days accrue at beginning of year; 24 <sup>th</sup> day accrues on 23-year anniversary
24 <sup>th</sup> calendar year	24 days (192 hours)	24 days accrue at beginning of year
25 <sup>th</sup> calendar year	25 days (200 hours)	24 days accrue at beginning of year; 25 <sup>th</sup> day accrues on 25-year anniversary
26 <sup>th</sup> calendar year and thereafter	25 days (200 hours)	25 days accrue at beginning of year

**EXAMPLE 1 (hired on/after July 1):**

Date of Employment: 12/15/2001  
6-month anniversary: 06/15/2002 (Accrues 5 days to be used by 12/31/2002\*)  
1-year anniversary: 12/15/2002 (Accrues 5 days to be used by 12/31/2002\*)  
Beginning of 3<sup>rd</sup> calendar year: 01/01/2003 (Accrues 10 days to be used by 12/31/2003\*)

**EXAMPLE 2 (hired before July 1):**

Date of Employment: 06/15/2001  
6-month anniversary: 12/15/2001 (Accrues 5 days to be used by 12/31/2001\*)  
1-year anniversary: 06/15/2002 (Accrues 10 days to be used by 12/31/2002\*)  
Beginning of 3<sup>rd</sup> calendar year: 01/01/2003 (Accrues 10 days to be used by 12/31/2003\*)

**\*UNLESS CARRYOVER APPROVED**

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the pay day immediately preceding the

employee's vacation period.

Upon request submitted no less than four (4) days in advance of the start of his vacation, an employee shall receive his vacation pay no later than one (1) day prior to the start of his vacation.

Vacations will be granted, between January 1 and December 31, so far as possible, in accordance with employee preference and in line of departmental seniority, but the number of employees off on vacation in a given week shall be determined by the City to assure orderly operation of the respective Divisions and Departments. Granting of vacation shall not be unreasonably withheld. When a dispute arises between employees in the same classification, the City shall allow the senior employee to have first choice. There shall be posted a vacation schedule no later than December 1st of each year in order to permit employees to express their choice of vacation by December 31st, and the list shall contain the number of employees who can go on vacation and the employee's anniversary date. Employees who wish to split their vacations, should indicate their choice on the vacation schedule. Vacation approval shall be posted no later than January 31st. Approved vacations may be rescheduled with the unit manager's approval, but not so as to require other employees to reschedule their approved vacations.

## **ARTICLE 11 SICK LEAVE**

Upon completion of sixty (60) days of consecutive service after initial employment,

all regular, full time employees shall be eligible to receive pay while absent from work due to sickness to be charged against accumulated sick leave.

Unlimited accumulation of sick leave begins from the first day of employment at the following rates:

<b>Service Credit</b>	<b>Accrual Rate Effective Date</b>	<b>Accrual Rate Per Month</b>
Up to 5 years (5 year period)	First month of employment	1 day (8 hours)
5 years up to 9 years (4 year period)	First month after 5-year anniversary	1½ days (12 hours)
9 years up to 14 years (5 year period)	First month after 9-year anniversary	2 days (16 hours)
14 years or more	First month after 14-year anniversary	2½ days (20 hours)

**EXAMPLE:**

Date of Employment:	12/15/2001	(Accrues 1 day per month)*
5-year anniversary:	12/15/2006	(Accrues 1½ days per month beginning 01/15/2007)
9-year anniversary:	12/15/2010	(Accrues 2 days per month beginning 01/15/2011)
14-year anniversary:	12/15/2015	(Accrues 2½ days per month beginning 01/15/2016)

Sick leave will not accumulate while an employee is absent on sick leave, fifteen (15) days or longer, unauthorized absence, or during other leaves of absence, except military leave and/or officially granted educational leave.

Pay for holidays that occur while an employee is on sick leave shall not be charged as sick leave. If the active employee does not have accumulated sick leave, he may elect to use his Holiday as a sick leave day. An employee who becomes ill

while on vacation and whose illness is substantiated by a doctor's statement, may upon release by the employee's attending physician, have that portion of vacation which was interrupted by illness rescheduled. It shall be the employee's responsibility to report said illness to his supervisor at the earliest date and present his doctor's statement to his supervisor upon return to work.

Employees shall be compensated in cash for seventy (70) days of accumulated unused sick leave upon retirement. The amount of payment for unused sick leave is to be calculated at the employee's rate of pay in effect on the pay day immediately preceding the employee's retirement. Such payment shall not be counted as compensation for retirement. After completion of sixty (60) days of continuous service, an employee who works three (3) consecutive months without sick leave or any unauthorized absence, will be eligible for one (1) bonus day leave with pay to be taken within twelve (12) months from the day it is earned or be forfeited. Bonus days will be earned in a like manner for subsequent three (3) month periods so that any employee may earn up to four (4) bonus days a year. Bonus days accrual will only be forfeited when interrupted by six (6) cumulative hours of absence from work due to the use of sick leave benefit or unauthorized leave.

**ARTICLE 12  
ALCOHOL, MENTAL ILLNESS,  
AND DRUG REHABILITATION PROGRAM**

It is agreed between the City of Memphis and the Union to participate in the

Alcohol, Mental Illness, and Drug Abuse Rehabilitation Program, as created and governed by the City's Employee Assistance Program, or any other employee assistance program created and implemented by the City. Employees participating will be entitled to use their accumulated vacation time and sick days in accordance with City policy.

It shall be the responsibility of the employee to strictly adhere to any medical, psychiatric, or other professional care as well as maintenance programs recommended as a result of the employee's participation in this program. This program does not exempt the employee from appropriate disciplinary action for work related offenses.

### **ARTICLE 13 LEAVES OF ABSENCE**

Leaves of Absence without pay may be granted to the regular employees for the following reasons:

**1) MILITARY LEAVE** - Military leave shall be granted in accordance with applicable law.

**2) EDUCATIONAL** - Regular full-time employees who have completed one (1) full year of employment shall be eligible to receive a leave of absence which does not exceed one full year for the purpose of furthering education. Such educational leaves should be determined upon recommendation of the Department Head and with the approval of the Division Director. Such educational leaves may be extended for an additional one (1) year upon written request by the employee and upon recommendation of the Department Head and with the approval of the Division Director.

**3) PERSONAL** - Regular City employees who have complete three (3) consecutive months of employment will be eligible to receive leaves of absence for such

personal reasons as marriage, illness of a member of the family, or other emergencies for a period not to exceed thirty (30) days upon recommendation of the Department Head and with the approval of the Division Director. Such approval shall not be unreasonably withheld.

**4) ILLNESS** - Regular City employees will be eligible for a leave of absence not to exceed six (6) months with an extension up to six (6) months after the exhaustion of the employee's paid sick leave because of the prolonged illness of the employee. The request for such a leave of absence or extension shall contain the recommendation of the physician and the leave shall be granted by the Division Director.

**5) UNION BUSINESS** - Union employees elected to any office and selected by the Union to do work which takes them from their employment with the employer shall at the written request of the Union be granted a leave of absence (not to exceed five (5) employees). The leave of absence shall not exceed one (1) year, but it shall be renewed or extended for a similar period at any time upon request of the Union and approval of the Division Director.

By mutual agreement, short term leave of absence, not to exceed five (5) days may be granted for more than five (5) employees.

**6) JURY AND WITNESS DUTY** - Regular employees shall be granted a leave of absence with pay any time they are required to report for jury duty or witness service. Proof of jury service shall be established by submitting a statement from the jury commissioner or clerk of the court showing the time served. An employee shall be paid for the time lost from scheduled work when legally subpoenaed as a witness to testify in court cases when the employee is neither the plaintiff nor the defendant. Employees shall be paid for the time lost from scheduled work as a witness for the City or when sued as an agent of the City. The employee must report for work when the jury is not in

session.

**7) FAMILY MEDICAL LEAVE ACT OF 1993** - The parties agree to comply with the requirements established by the Family Medical Leave Act of 1993 and the provision of the City of Memphis Personnel Manual Policy, Family and Medical Leave Act Policy, PM-66-06, are incorporated herein by reference.

**8)** It is understood and agreed that no employee may remain off work in excess of one (1) year to include any combination of paid or unpaid time off.

#### **ARTICLE 14 DEATH IN FAMILY**

In the event of a death in the employee's immediate family, the employee will be authorized three (3) days off at his regular straight time rate of pay. The three (3) days must be taken within five (5) days of the funeral. Immediate family shall include only the following:

- a) Husband, wife, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandmother, grandfather, great grand-parents, grandchildren and properly established foster parents or step-parents. As related to "mother", "father", "foster" or "step-parent"; the provisions of this article shall apply to only one set of parents.

The employee will be granted two (2) regularly scheduled work days off with pay

to attend funeral services for grandparents-in-law, brother or sister-in-law, son or daughter-in-law.

The employee must provide proof of relationship to the deceased and proof of attendance of said funeral.

Additional time may be granted as leave without pay, or as paid vacation, when justified by the circumstances.

## **ARTICLE 15 DEATH OF AN EMPLOYEE**

In the event of the death of a regular employee while employed by the City of Memphis, all accumulated unused sick leave days up to a maximum of seventy-five (75) days, all accrued wages due including pay for unpaid holidays, vacation, and bonus days, in addition to ten thousand dollars (\$10,000.00) free life insurance will be paid to the person entitled thereto as designated by the employee or by law.

In addition, the person entitled as designated by law will receive an amount equivalent to the employee's regular wages for one (1) month after all legally required deductions.

## **ARTICLE 16 SENIORITY**

**Section 1.** Seniority shall be determined on the basis of actual length of continuous service from the latest date of regular employment with the City for the purpose of vacation preference and lay off. In no instance shall this article be applied

in a manner inconsistent with the City policy. Seniority for the purpose of shift preference shall be determined on this basis of the length of service within the employee's job classification.

All new employees shall be considered probationary for 6 months from the last date of hire. During such probationary period, employees may be discharged without constituting a breach of this Memorandum. At the end of the probationary period employees shall be placed on the seniority list as of the first day of last employment. Probationary periods may be extended when requested by the Division Director and approved by the Director of Human Resources.

**Section 2.** Employees shall be removed from payroll for the following reasons:

- (a) Resignation;
- (b) Discharge for just cause;
- (c) Absent without report for three (3) consecutive working days
- (d) Laid off for two (2) years;
- (e) Misrepresentation of facts on employment application;
- (f) Failure to notify within ten (10) working days of the date the recall letter is mailed stating whether or not the employee intends to report for work after lay off.

Such notice shall be determined to have been sufficiently given if sent to the employee at the last address furnished to the Human Resources Division of the City. A copy of the recall letter will be sent to the Union office.

**Section 3.** The employer may make temporary transfers or assignments or reassign employees to positions covered by this Agreement other than those they normally perform in order to meet the operation requirements of the department. During the term of the temporary transfer to a higher paid classification the employee shall be paid at the next highest step than his current rate of pay or 5% over his current rate of pay, whichever is greater. In no instance shall the rate of pay exceed the top rate of interim classification.

Temporary transfers shall be for a period of no longer than thirty (30) working days. Any position that requires more than thirty (30) working days of temporary transfer shall be considered an open position and be posted. If the transfer or assignment is to a higher paid classification, the senior qualified available employee must be given first choice for the position. If such temporary vacancy continues for two days or more, it will be filled by the highest qualified employee as determined by management.

**Section 4.** The City and the Union agree with the principles of training for the purpose of career development, advancement opportunities and technical development of special skills. The opportunity for such development shall be available to all employees covered by this Agreement and shall not be restricted to those duties routinely performed within the employee's current job classification.

**Section 5.** Notice of all vacancies and/or new jobs shall be posted on all employee bulletin boards and copies of such postings shall be mailed to the local

Business Agent within three (3) days of such posting. The City will at all times determine the need to fill any vacant position. Also the City shall determine qualifications for any position.

The City agrees to maintain seniority lists by length of service with the City and by length of service within classification. Lists will be posted on employee bulletin boards and updated quarterly. Any employee may question his seniority status within ten (10) days of the posting of this seniority list.

Any dispute regarding the order of employees on seniority lists should be resolved through discussion between the Division Director and the appropriate Business Agent.

The permanent filling of any vacancy shall be on the basis of the most qualified applicant. In the event that the applicants' qualifications are equal as determined by management, seniority shall be the determining factor. After the selection has been made by the supervisor, it will be reviewed by the appropriate director to insure that the proper selection was made. However, when a senior employee is passed over and not chosen for promotion, the interviewing supervisor will inform the employee of the reason.

## **ARTICLE 17 REPORTING, CALL BACK, AND STANDBY PAY**

REPORTING PAY - Any employee who is scheduled to report for work and who presents himself for work as scheduled shall be assigned a minimum of four (4) hours work. When an employee reports for work as scheduled, and is excused from duty

before completing four (4) hours work, the employee shall be paid at his regular rate of pay for four (4) hours work.

CALL BACK PAY - Any employee or employees who are called to report for work prior to their regularly scheduled time, or any employee who completes his regular shift and is then called back to perform a task will be guaranteed a minimum of four (4) hours pay at the appropriate rate. No employee will be required to work more than sixteen (16) hours in a twenty-four hour (24) period, but the employee can work more than sixteen hours in a twenty-four hour period on a voluntary basis.

STANDBY PAY - Standby time is not considered as hours worked. Any employee required to standby at home or any designated area, other than his/her reporting location, shall be compensated at the rate of four (4) hours straight time pay for each day (24 hour period) or part thereof the employee is required to standby. If the employee on standby is called for work, the employee shall be compensated at one and one-half (1/2) times his straight time rate of pay for actual hours worked, plus four (4) hours straight time standby pay.

## **ARTICLE 18**

### **HEALTH, SAFETY, AND SANITARY CONDITIONS**

The employer will attempt to maintain adequate safety and sanitary conditions at all times, complying with all laws applicable to its operations concerning the safety of employees covered by this Agreement. All such employees shall comply with all safety rules and regulations established by the City. In order to maintain and improve effective

safety and sanitary conditions, a joint committee shall be composed of three (3) people, one (1) of whom will be appointed by the Union, one (1) appointed by the City, and the third member shall be the department manager or his designated agent who will serve as chairman. The Health and Safety Committee may review and make recommendations on health and safety and sanitary conditions which affect the well being of employees covered by the Memorandum.

The Health and Safety Committee shall meet when deemed necessary, but not less than once per quarter and shall maintain accurate minutes of its recommendations, a copy of which shall be sent to the appropriate Division Director and the Union.

## **ARTICLE 19 COMMUNICABLE DISEASE**

In cases where employees are assigned to work in areas where they are exposed to communicable diseases such as Tetanus, Typhoid, Typhus, or other similar diseases, and the employees contract such communicable diseases, the employees will be treated for that disease, at the expense of the City and will not lose any benefits he or she would otherwise have received had that employee not contracted such disease.

The employer is obligated to furnish annual inoculations protecting against Tetanus, Rabies, Typhoid, Typhus, and Influenza at the request of the employee.

This Article will be permanently posted on the Bulletin Board.

## **ARTICLE 20 ON-THE-JOB-INJURY**

(A) All on-the-job injuries will be subject to the OJI policies, rules and procedures applicable to all City of Memphis employees and shall not be subject to grievance and arbitration.

## **ARTICLE 21 BULLETIN BOARDS**

The employer agrees to provide reasonable bulletin board space where notices of official union matters may be posted by the Union representatives upon approval of the Department Manager. Bulletin boards shall be in conspicuous places and accessible to Union Officials.

## **ARTICLE 22 OVERTIME**

Overtime shall be paid at time and one half. Overtime shall be paid for all hours actually worked in excess of forty (40) hours within the employee's normal work week. Holidays, as defined in Article 9 of this agreement which fall within the employee's normal work week, shall be considered as time worked for purposes of overtime computation. Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

Overtime shall not be compulsory or mandatory but no job shall be blanked or left vacant at any time during the affected shift.

It is the intent of the City to distribute overtime as fairly and equally as possible; therefore, scheduled overtime will be offered to the senior employee. If the senior

employee declines or refuses, the scheduled overtime shall then be offered to the next most senior employee, and so forth until an employee accepts. On the next offering of scheduled overtime, the employee offered the overtime will be the next most senior employee, after the employee who either accepted or refused the previous assignment, until the overtime lists is worked through. Overtime shall be offered according to classification and work location. Employees who work six (6) consecutive days shall be paid at a rate of time and one half for all hours worked on the sixth (6th) consecutive day.

The City agrees that overtime will be paid in hourly increments.

NOTE: An employee who uses their seniority or any other method of their choice to work the schedule of the preference shall not be considered as working a sixth (6th) or seventh (7th) consecutive day until a scheduled day off breaks the consecutive days worked.

## **ARTICLE 23 SHIFT DIFFERENTIAL**

In addition to the established wage rate, the City shall pay all employees working shifts reporting between 3:00 p.m. and 10:59 p.m., an hourly premium of forty-five (\$.45) cents per hour during the full term of this agreement, beginning July 1, 2008. These rates shall be based on normal working hours during the shift. Those employees working shifts beginning between 11:00 p.m. and 7:00 a.m., an hourly premium of sixty-five (\$.65) cents shall be paid during the full term of this agreement, beginning July 1,

2008.

## **ARTICLE 24 SHIFT PREFERENCE**

Employees by classification and work location shall be assigned to shifts according to seniority with the employee having the most seniority begin given first choices as to shift, provided such employee is capable of performing the work. Said schedules will be made January 1st and July 1st each year. On these dates the work schedule will be posted indicating the employee's schedule preference by seniority. Said schedule shall be closed on January 15th and July 15th for implementation on February 1st and August 1st. Each employee, by classification and work location may exercise shift preference twice each calendar year, in accordance with the employee's seniority. The City shall have the exclusive right to make temporary transfers or assignments for the purpose of training or upgrading of skills for a period not to exceed thirty (30) consecutive working days per year.

## **ARTICLE 25 HEALTH CARE INSURANCE**

Health Care (Hospitalization) Insurance is offered to eligible, full-time employees covered by this agreement as an optional benefit. The City will pay 70% of the premium cost, and the employee will pay 30% of the premium cost, which will be paid by payroll deduction.

The City may, on an annual basis, offer eligible employees covered by this

agreement, an option to join a qualified health maintenance organization as provided by the Health Maintenance Organization Act of 1973, Public Law 93-222, as amended.

## **ARTICLE 26 LIFE INSURANCE**

Life insurance is offered to regular, full-time employees covered under this agreement as an optional benefit. The amount of life insurance offered to eligible employee is equal to one and one-half times the employee's annual base salary.

Employees who remain in the employment of the City on or after the age of 65 will have their life insurance coverage reduced in accordance with the Age Discrimination Employment Act Schedule as listed below to a minimum amount of \$3,000.00:

<u>AGE</u>	<u>Reduced to the following Percentages</u>
65	92%
66	84%
67	77%
68	71%
69	65%
70 but less than 75	50%
75 but less than 80	34%
80 but less than 85	23%
85 but less than 90	16%
90 but less than 95	11%
95 or older	6%

Upon retirement at any age, eligible employees will retain \$3,000.00 coverage.

In addition to this optional insurance, the City agrees to provide \$10,000.00 free life insurance to eligible employees and \$5,000 free life insurance to retired employees.

**ARTICLE 27**  
**CONTRACTING AND SUB-CONTRACTING**

It is the general policy of the City to continue to utilize its employees to perform work they normally perform. However, the City reserves the right to contract out any work it deems necessary in the interest of the general public. In the event that positions are eliminated due to contracting or sub-contracting out, the City will attempt to transfer or place employees so affected in other positions in accordance with City policy.

**ARTICLE 28**  
**UNION DUES**

Regular employees (non-probationary) of the City of Memphis may authorize payroll deductions for the purpose of paying union dues. No authorization shall be allowed for the payment of initiation fees, assessments or fines. The procedure which shall be followed by any employees in authorizing deduction of Union dues shall be for each employee to execute a written assignment on the form jointly approved by the Union and the City.

In the event the Union members vote to increase Union dues, the Union shall notify the City at least thirty (30) days prior to the effective date of the dues increase. The dues shall be deducted monthly in an amount certified by the Union and aggregate deduction of all employees shall be remitted together with an itemized statement to the Treasurer of the Union by the tenth (10th) day of the succeeding month after such deductions are made. The Union will indemnify, and hold the City harmless against any claims made against, or any suits instituted against the City on account of payroll

deduction on Union dues. The Union agrees to refund to the City, any amounts paid to it in error or account of the payroll deduction provision upon presentation of proper evidence thereof. The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the appropriate Union dues. When a member in good standing of the Union is in non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings.

Employees may discontinue payroll deduction of Union dues by giving written notice to the Union and to the City's payroll office.

## **ARTICLE 29 WAGES**

Effective July 1, 2011 through June 30, 2012, the current wage rates of employees covered by this Agreement will be increased by zero (0%) percent.

Effective July 1, 2012 through June 30, 2013, by February 1<sup>st</sup>, 2012 either party may request to reopen the wage Article for negotiations. The negotiations will be conducted in accordance with the Impasse Ordinance.

1. Hourly rates effective July 1, 2011 shall be as follows:

Animal Control Officers	\$18.82
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Animal Care Technician	\$17.67
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2. Employees earning a rate greater than the top rate of their job classification shall receive no increase until such time as the top rate of the job classification exceeds their rate.

3. Employees who are qualified, including Animal Control Officers shall receive an

additional three percent (3%) euthanasia premium. The premium shall be paid at a minimum of four (4) hour increments.

### **ARTICLE 30 NO STRIKE**

During the term of this Memorandum, the Union agrees that it will not engage in, encourage, or approve any strike, slowdown, or other work stoppage growing out of any dispute relating to the terms of this Memorandum of Understanding or in conjunction with or in sympathy of any strike, slowdown or work stoppage by any other union, employee organization, person or persons. The City agrees that it will not lock out employees during the scope of this Memorandum of Understanding. The Union will take whatever lawful steps necessary to prevent any interruption of work in violation of this Memorandum of Understanding, recognizing with the City that all matters of controversy coming within the scope of Memorandum of Understanding shall be settled by established grievance and arbitration procedure.

### **ARTICLE 31 SAVINGS CLAUSE**

In the event that any provision, article, section, or portion of this Memorandum of Understanding is subsequently declared by legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable laws, statutes, ordinances, and regulations of the United States of America or the State of Tennessee, all other provisions of this Memorandum of Understanding shall remain in full force and effect for

the duration for this Memorandum of Understanding and the parties shall meet as soon as possible to agree on a substitute provision.

Nothing herein is intended to be in conflict with federal, state, or local laws or regulations having the force and effect of laws, and the parties recognize and agree that any provision herein which is in conflict therewith shall not be applicable. Further, the parties agree that if any properly and hereafter enacted law or regulation, particularly any City ordinance, provides rights or benefits to all other city employees, the employees of this bargaining unit shall receive the same benefits.

### **ARTICLE 32 NOTICE**

Any notice to be given by this Memorandum of Understanding to the City of Memphis or the Union and not heretofore specified hereunder shall be given to the Director of Human Resources of the City, in writing and by certified mail.

Any notice to be given to the Union shall be in writing, by certified mail, addressed to the Business Manager, I.U.O.E., Local 369D at his present address.

### **ARTICLE 33 TERM OF AGREEMENT**

1. This Memorandum of Understanding expressed herein in writing constitutes the entire agreement between the parties and shall become effective July 1, 2011, and shall remain in effect through June 30, 2013.
2. The provisions of this Memorandum of Understanding may be re-opened for negotiations upon written request by the Union no earlier than 120 days and no later

than 60 days prior to the stated date of impasse immediately preceding June 30, 2013.

3. During subsequent negotiations, if any, all Articles pertaining to non-economic items in this agreement shall remain in effect until the expiration of this Memorandum.

4. The parties acknowledge that during the bargaining which preceded this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in this agreement. Therefore, the City and the I.U.O.E., Local 369D, for the life of this agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this agreement, or with respect to any subject or matter that may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

#### **ARTICLE 34 GENERAL POLICY**

Employees are expected to comply with all established policies and procedures of the City of Memphis and any Work Rules applicable to specific Divisions. Changes in Work Rules shall be discussed with the Union in advance of implementation. Should a conflict exist between the aforementioned and the Memorandum of Understanding, the Memorandum of Understanding shall apply.

#### **ARTICLE 35 TUITION REIMBURSEMENT**

The City will provide Tuition Reimbursement under the provision of the Tuition

Reimbursement Policy.

## **APPENDIX A**

### **SECTION 1 - Appendix A - Recognition**

Following are the classifications recognized by the City which are within the jurisdiction of this Bargaining Unit:

#### **I.U.O.E. (369D)**

- a. Animal Control Officer
- b. Animal Care Technician

IN WITNESS WHEREOF, the parties have set their hand this, this 25<sup>th</sup> day of March, 2011 to place into effect the provisions of this Agreement.

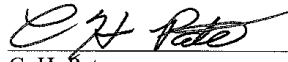
FOR THE:

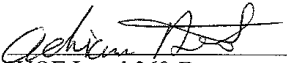
FOR THE:


INTERNATIONAL UNION OF  
OPERATING ENGINEERS  
LOCAL 369-D – ANIMAL SHELTER

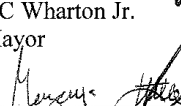
CITY OF MEMPHIS

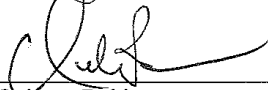
  
Martin D. Patterson  
Business Manager & Financial Secretary

  
C. H. Pate  
Chief Negotiator  
Assistant Business Manager

  
IUOE Local 369-D  
Negotiator

  
AC Wharton Jr.  
Mayor

  
George Little  
Chief Administrative Officer

  
Quinton Robinson  
Director, Human Resources

  
City of Memphis  
Chief Negotiator